



NATIONAL ENDOWMENT FOR THE

# Humanities

DIVISION OF PUBLIC PROGRAMS

## MEDIA PROJECTS: DEVELOPMENT GRANTS

Deadline: January 13, 2016 (for projects beginning August 2016)

The Division of Public Programs accepts applications for the two Media Projects programs at two deadlines a year: in January and August.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

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### Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

### Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or [publicpgms@neh.gov](mailto:publicpgms@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

### Submission via Grants.gov

**All applications to this program must be submitted via Grants.gov.** NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

## System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your organization's Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

## I. Program Description

Media Projects: Development Grants support film, television, and radio projects for general audiences that encourage active engagement with humanities ideas in creative and appealing ways. All projects must be grounded in humanities scholarship in disciplines such as history, art history, film studies, literature, drama, religious studies, philosophy, or anthropology. (You can find a more detailed description of the humanities [here](#).) Projects must also demonstrate an approach that is thoughtful, balanced, and analytical (rather than celebratory). The approach to the subject matter must go beyond the mere presentation of factual information to explore its larger significance and stimulate critical thinking. NEH is a national funding agency, so the projects we support must demonstrate the potential to attract a broad general audience.

**Film and television projects** may be single programs or a series addressing significant figures, events, or ideas. Programs must be intended for national distribution, via traditional carriage or online distribution. The Division of Public Programs welcomes projects that range in length from short-form to broadcast-length video.

**Radio projects, including podcasts**, may involve single programs, limited series, or segments within an ongoing program. They may also develop new humanities content to augment existing radio programming or add greater historical background or humanities analysis to the subjects of existing programs. They may be intended for regional or national distribution.

NEH encourages projects that engage public audiences through multiple formats in the exploration of humanities ideas. Proposed projects might include complementary components to a film, television, or radio project. These components should deepen the audience's understanding of the subject in a supplementary manner: for example, book/film discussion programs, supplementary educational websites, or museum exhibitions.

To be competitive, applicants must have clear central ideas and a solid command of the major humanities scholarship on their subject, and they must have consulted with a team of scholarly advisers to work out the intellectual issues that the program will explore. The scholars must represent major fields relevant to the subject matter, have a strong record of research and scholarship in the humanities, and offer diverse perspectives and approaches. As needed, the project team may also include participants with expertise appropriate to the project's formats or technical requirements.

If you seek to develop or produce a digital project that is independent of a film, television, or radio project, you should apply to the [Digital Projects for the Public](#) grant program. Please contact a [Division of Public Programs program officer](#) if you have questions about which grant program best fits your project.

### **All projects applying to the Media Projects program should**

- build on sound humanities scholarship;
- deepen public understanding of significant humanities questions;
- approach a subject analytically and interpretively through an appropriate variety of perspectives;
- involve humanities scholars in all phases of development and production;
- involve appropriate media professionals, especially a producer, director, writer, or—if the application requests support for a companion digital project—an interactive designer;
- appeal to broad regional or national audiences;
- encourage dialogue and discussion and;
- employ appealing and accessible program formats that will actively engage the general public in learning.

### **Grant categories**

**Development grants** enable media producers to collaborate with scholars to develop humanities content and to prepare programs for production. Grants should result in a script or detailed treatment and may also yield a plan for outreach and public engagement.

To be ready to apply for a Development grant, you must already have settled on a subject, an approach, and a project team. In particular, you should have

1. selected your humanities subject and assessed the major scholarship related to it;
2. reached out to scholars and experts who work in the relevant subject area(s);
3. consulted with the humanities team (that is, the scholars and experts who work in the relevant subject area) to clarify the interpretive ideas that the project will consider;
4. formed a media team to see the project through its development period;
5. considered how your content will appeal to public audiences and will convey what they should learn from the project;
6. chosen the project's format(s); and
7. identified the resources (such as archival materials and potential interviewees).

**If you are ready to produce your program, you should not apply for a Development grant. Instead you should apply for a Production grant.** See the application guidelines for [Production Grants](#).

**Media Projects: Development grants may be used for**

- continued meetings with scholars;
- research and preliminary interviews (including scholarly research and development of humanities themes);
- preparation of program treatments and/or scripts;
- production of a work-in-progress or trailer; and
- creation of partnerships for outreach activities and public engagement.

**Media Projects: Development grants may not be used for**

- primarily digital projects that are independent of a film, television, or radio program;
- dramatic adaptations of literary works;
- projects that will satisfy requirements for educational degrees or formal professional training;

- projects intended primarily for students in a formal learning environment (though projects may include components that can be used in classrooms);
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities;
- preservation or cataloging of materials and collections;
- programs designed to persuade audiences of a particular political, religious, or ideological point of view; or
- projects that advocate a particular program of social or political action.

NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

### **Consultation with NEH staff**

The Division of Public programs encourages applicants to work with [program officers](#) from the outset of the application process. You can submit drafts or contact us with questions. Drafts, which are optional, must be submitted at least six weeks before the deadline so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date.

While staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

Applicants are also encouraged to examine the sample narratives from previously funded projects, which are available on the [program resource page](#).

NEH welcomes applications in the following areas:

### **The Common Good: The Humanities in the Public Square**

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

## **Humanities and science and technology**

The humanities offer significant insights into scientific discovery, scientific thinking, and the historical, cultural, and ethical implications of various technologies. The Division of Public Programs encourages projects that examine connections between the humanities and science and technology. Projects might, for example, provide the historical and social contexts for scientific developments. They might illuminate how science is produced and scientific information is consumed, analyze how technological innovation helps reshape our understanding of our place in the world, or discuss the ethical and political implications of scientific and technological developments. Proposals must demonstrate sound humanities and science scholarship. Projects must involve collaboration between the project team and advisers from both the humanities and the sciences.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Common Good initiative or the Standing Together initiative or examine connections between the humanities and science and technology.

## **Providing access to grant products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those projects that provide free access to the public. For the Media Projects program, such products may include film, radio and television programs, and complementary digital media components. Detailed guidance on access and dissemination matters can be found in the "Distribution expectations and rights" section below.

## **Evaluation**

Once production is completed, NEH requires a final report that assesses how well the project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be part of this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

## **Acknowledgment of NEH support**

NEH requires crediting for any program based on or incorporating the materials created with these awards, including any works derived from those materials.

## **Distribution expectations and rights**

Once production is completed, NEH expects that projects will be offered for distribution to broad public audiences, so that the American public will have ready and easy access to the products of NEH awards. NEH must approve all distribution arrangements before they are finalized.

NEH requires grantees producing a film or television program to submit a trailer along with the finished film or program; the trailer or the complete film may be streamed for a limited time on the NEH website.

While the grantee owns the rights to the products of the grant, such as program scripts and radio and television programs, NEH reserves a nonexclusive and irrevocable right to use materials produced under a grant and to authorize others to use these materials for federal purposes. Grant recipients are expected to provide upon request copies of NEH-funded films to the Department of State at the cost of reproduction and shipping; no royalties or other fees may be charged. These films will be shown by American embassies to audiences free of charge through the Department of State's "American Spaces" program, which seeks to engage audiences abroad in order to build mutual trust and respect.

For more information on NEH's rights to grant products, please see [Article 23 of the General Terms and Conditions for Awards](#).

## **Program income**

Award recipients are required to report income earned from grant products during the grant period and for seven years following the end of the grant. In addition, a percentage of income earned during this period must be returned to NEH. The percentage is based upon the proportion of NEH support of the total project costs. For further information, please see the [NEH Program Income Policy](#).

## **II. Award Information**

Awards for development typically range from \$40,000 to \$75,000, depending on the complexity of the project, and are usually made for a period of six to twelve months.

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

### **Outright funds**

Outright funds awarded by NEH are not contingent on additional funding from other sources.

### **Matching funds**

When matching funds are requested, the applicant must raise contributions from third parties and have them certified before the grant funds are released to the grantee (see NEH's [Federal](#)

[Matching Funds Guidelines](#)). Funds raised to satisfy a match count toward an institution's cost share for a project (see the discussion of Cost Sharing below).

(Learn more about [different types of grant funding](#).)

### **Cost sharing**

Cost sharing includes cash contributions to a project by the applicant and third parties as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds. Although a specific dollar amount or percentage of cost sharing is not required, the program is rarely able to support the full costs of projects approved for funding.

### **Other award information**

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

## **III. Eligibility**

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply. Independent producers who wish to apply for NEH funding must seek an eligible organization to sponsor the project and submit the application to NEH. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee organization.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Applicants are not required to obtain a development grant before applying for a production grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity.

Late, incomplete, or ineligible applications will not be reviewed.

## **IV. Application and Submission Information**

### **Application advice and proposal drafts**

Please keep in mind that the Division of Public Programs funds content first and format second. In other words, your application must convey a solid grasp of its subject and the related scholarship. Tell us why your subject matters and demonstrate that the proposed formats are a good match for it. Don't leave it to the reader to make connections that should be explicit.

As noted earlier, applicants are encouraged to contact [program officers](#), who can answer questions about the review process and review preliminary drafts. (See the “Consultation with NEH staff” section above for additional information.) Applicants are also encouraged to examine the sample narratives from previously funded projects, which are available on the [program resource page](#).

## HOW TO PREPARE YOUR APPLICATION

The following required elements must be submitted through Grants.gov.

### 1. **Table of contents**

List all parts of the application with corresponding page numbers.

### 2. **Narrative (up to twenty-five pages)**

The narrative portion of the proposal should not exceed **twenty-five** single-spaced pages, with one-inch margins and at least eleven-point type.

The narrative should contain the following, in this order.

#### A. **Nature of the request:**

State in one or two paragraphs the subject and format of the project, the intended outcome of the grant, the amount of money requested from NEH, and that you are applying for a development grant. Briefly describe any multiformat components to be developed.

If you are requesting support for one episode in a radio or television series, indicate the number and length of episodes planned for the series.

#### B. **Humanities content:**

Identify the humanities ideas, themes, and questions that the project will address. Explain the subject’s significance to the humanities and discuss the humanities scholarship that informs the project. (In the Frequently Asked Questions document, which is available on the [program resource page](#), see the question about humanities themes. For examples, see the sample narratives, which are also available on that page.)

#### C. **Creative approach:**

Provide a brief synopsis of the story that describes how the program will unfold from beginning to end. Describe the program’s audiovisual style and approach. For example, from what perspective will the program tell its story? Will it use

narration, on-camera interviews, dramatic re-creations, animation, or other techniques?

Briefly describe the resources available for the project, including interviews, archival materials, and other audio and visual materials. (You will be able to provide a detailed list of materials in section L of the narrative—“List of collections”—below.)

If there are other productions on similar or related subjects, explain how this project will make a new contribution.

If you are requesting funding for a digital component that would complement the project, describe how it will expand the audience’s understanding of and engagement with the project’s humanities content.

Applicants may provide visuals in the “Images” attachment below.

**D. Audience and distribution:**

Describe the intended audience and a distribution plan for reaching this audience. The plan should detail how the grant product might be broadcast and/or streamed on the Internet. Although NEH does not require an applicant to have distribution commitments at the development stage, it is helpful to establish distribution goals. If applicable, discuss partnerships that would help publicize the project. If you have received a letter of interest or commitment from a broadcaster or distributor regarding your project, include the letter in item 5 of the application—“Résumés and letters of interest and commitment”—below.

**E. Rights and permissions:**

Indicate who controls the rights to the materials to be used. Discuss the potential for obtaining permissions to use materials and the likely costs of obtaining permissions and clearing the rights.

**F. Humanities advisers**

By the time the application is formally submitted, you should have selected the humanities advisers and consulted with them, to receive their initial suggestions for the humanities content and treatment. List the humanities advisers and briefly discuss the rationale for their choice and the specific contributions that each adviser will make to the project’s content. The application’s work plan and budget should specify the advisers’ contributions to the project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 5 of the application below).

**G. Media team:**

Provide information about the principal members of the media team, including the writer and director. In a paragraph, summarize each person's qualifications and contributions to the project. Discuss the media team's experience and suitability for the proposed project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 5 of the application below).

**H. Progress:**

Discuss the work that has been accomplished to date on the project. Indicate the remaining work that will be done during the NEH grant period. If the request is for a program in a broadcast series, indicate how much of the work on the entire series has been completed and what remains to be done.

**I. Work plan:**

Provide a detailed, month-by-month schedule of the major work to be done during the grant period, the amount of time it will require, and the specific people involved. Be especially clear about when the meetings of the media team with the scholars and other consultants will occur and how these activities will advance the project. The work plan should clearly show how the humanities advisers will be involved in reviewing and shaping the project.

**J. Fundraising plan:**

Specify the source and amount of all funds raised to date for all aspects of the program and related projects. Include information about any previous NEH grants, as well as support for this project received from state humanities councils, foundations, individuals, and other sources. Estimate the project's total cost, and discuss specific plans for raising funds from outside sources to cover the costs that will exceed NEH support. Discuss plans for the sale of rights for distribution.

**K. Organization profile:**

Describe briefly the applicant institution and, if different, the production organization. Provide information about each organization's aims, origin, special characteristics, current activities, and experience with humanities programs. Each profile should be only one paragraph.

**L. List of collections of materials to be used by the project**

**M. Preliminary interviews:**

If you have conducted preliminary interviews, include a list of those who have been interviewed.

**N. User-generated content:**

If the project includes user-generated content, describe how it will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content that will be made available to the public. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

**3. Treatment (up to ten pages)**

Include a treatment that describes how the program would unfold from beginning to end, including the story structure, themes, voice, and point of view. The treatment should not exceed **ten pages**. If you are requesting funding for a series of programs, please submit a full-length treatment of one episode and synopses of the other episodes. You may use published humanities scholarship, archival resources, and preliminary interviews that you have conducted as the foundation for your treatment.

**4. Bibliography (up to two pages)**

Include a short bibliography of the humanities scholarship that significantly informs the project.

**5. Résumés and letters of interest and commitment**

List on one page the media team and humanities advisers, using the following format: Joan Smith (American studies, University of Maryland), or John Smith (producer, ABC Films). Include résumés (of two pages or less) for and letters of commitment from the key persons on the media team, all consultants (including the humanities advisers and scholars), and participating organizations. In addition, if you have received a letter of interest or commitment from a broadcaster or distributor about your project, include the letter as part of this item.

**6. Images (optional)**

You may include images with your application as a single PDF attachment. You should group these images in a single attachment. Include in this attachment a list of the images.

## 7. Description of a sample

All applicants must submit one sample of a completed work by the project team that best demonstrates the experience and qualifications of the media team to produce the proposed project successfully. If an applicant does not submit a completed work sample (a previous film, television documentary, or radio program), the application may be deemed ineligible.

If a pilot program from a proposed series exists, it must be submitted as the sample.

If funding is requested for additional support of a series that has received previous production support from NEH, a complete program must be submitted as the sample.

Submit the sample on a **single** DVD (standard definition), or through an embedded link. If a sample is on DVD, submit eight copies. Samples may include a completed program and/or a work in progress, but all must be contained on a single DVD. Samples will not be retained by NEH, and they will not be returned to the applicant. See the additional instructions in the “How to Submit Samples” section below.

If you have a trailer or work-in-progress for the proposed media project, you may submit the URL for the sample, in addition to the completed work.

Create an attachment section describing the sample and indicate the roles played by members of the current media team.

## 8. Budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. If you wish, you may include separate pages with notes to explain any of the budget items in more detail. You should retain a copy of your budget form.

If your institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; c) that the applicant institution is a sponsorship (umbrella) organization, which will charge an administrative fee of 5 percent of the total direct costs; or d) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

- **Compensation**

**Identify all key project personnel by name on the budget form, and note the number of days that each of them will contribute to the project.** Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

Compensation for key project positions, such as the project director, producer, director, and scriptwriter, will be considered as fixed fees for service, even though the amount of compensation requested is calculated on the basis of the projected length of the project.

- **Department of Labor regulations**

U.S. Department of Labor regulations require that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH be paid not less than the minimum union or guild rates.

A copy of the applicable regulations, “Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities,” may be accessed [online](#) or obtained from NEH’s Office of Grant Management, 400 Seventh Street, S.W., Washington, D.C. 20506 (202-606-8494).

- **Equipment**

Normally, NEH does not allow the purchase of equipment, but applicants may use their own equipment and include charges for this use, subject to the following:

- for equipment and facilities that are not fully depreciated, actual costs must be determined on the basis of the acquisition costs, divided by the useful life, times the period of use on the project; and
- for equipment and facilities that have been fully depreciated, charges to operate the asset, including the cost of maintenance, insurance, and other related expenses, are allowable.

- **Administrative fee in lieu of indirect costs for sponsoring organizations**

Under certain circumstances, a nonprofit organization may sponsor an independent producer, filmmaker, or group that, without tax-exempt status, is not eligible to apply directly for a grant from NEH. The sponsoring organization, also called an “umbrella” organization, may provide the project with accounting services, office and editing facilities, fundraising assistance, and other

administrative support, but may not carry out the project activities itself. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee. For further information, please see [Requirements for Grant Recipients that Serve as Sponsors of Projects](#).

NEH will allow a sponsoring organization to recover its costs for administering the award by charging an administrative fee of 5 percent of total project costs. This administrative fee may be charged instead of negotiating an indirect-cost rate with NEH.

Applicants that are sponsoring organizations and wish to budget for the 5 percent administrative fee should do so in the “indirect costs” section of the NEH budget form.

## HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#). Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application.

## HOW TO SUBMIT SAMPLES

If your sample is not available at a URL, please send **eight copies** of the sample. Each copy of the sample (both the case and the disk) must be labeled with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample. Send the sample to:

Grants for Media Projects  
Division of Public Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that samples be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

## DEADLINES

**Applications must be received by Grants.gov on or before January 13, 2016**, for projects beginning in August 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after January 13, 2016, will not be accepted. Samples must also arrive at NEH on or before January 13, 2016, to be considered as part of the application.

## V. Application Review

Applications are evaluated according to the following criteria:

1. **Humanities content**

The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; and the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

2. **Creative approach**

The potential quality of the storytelling and audiovisual approach of the program as described in the treatment, and the likelihood that the chosen approach will effectively convey the humanities content to the audience in an engaging and thoughtful manner.

3. **Audience and distribution**

The quality of the project's distribution plan, and the likelihood that the proposed project would appeal to a broad general audience.

4. **Project resources**

The quality of the materials and resources available for the project, as evidenced in the application (including, but not limited to, the list of collections of materials to be used by the project and rights and permissions sections of the narrative, and the bibliography).

5. **Humanities advisers**

The qualifications and potential contributions of the advising scholars.

6. **Media team**

The experience and demonstrated technical skills of the media team, the quality of the team's previous work, including the work sample, and the likelihood of timely and successful completion of the proposed project; evidence that institutional partners will collaborate effectively.

7. **Treatment and work sample**

The thoroughness of the treatment, and the quality of the work sample; the appeal of the content, and the significance of the take-away ideas, as conveyed by the treatment.

## 8. Work plan

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

## 9. Budget

The appropriateness and reasonability of the project's costs.

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with grant funds.

## Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

## VI. Award Administration Information

Applicants will be notified of the decision by e-mail in August 2016. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in August 2016. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

## VII. Points of Contact

If you have questions about the program, contact:

Division of Public Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8269  
[publicpgms@neh.gov](mailto:publicpgms@neh.gov)

If you need help using Grants.gov, refer to

Grants.gov: <http://www.grants.gov>  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) Alternatively, you can search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.

□ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational
2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Treatment (name the file “treatment.pdf.”)

ATTACHMENT 4: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 5: Résumés and letters of commitment, and if applicable, letters of interest or commitment from broadcasters and distributors (name the file “resumesandletters.pdf”)

ATTACHMENT 6: Images, if applicable (name the file “images.pdf”)

ATTACHMENT 7: Description of your sample (name the file “sample.pdf”)

ATTACHMENT 8: Budget (name the file “budget.pdf”)

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

**Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov.